

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road, P.O. Box 269101
Sacramento, California 95826-9101

CA ARNG Regulation
No. 608-33

15 March 1994

Personnel - General
CASUALTY OPERATIONS AND ASSISTANCE

1. **PURPOSE.** To provide California Army National Guard members and commanders with guidance for conducting casualty operations and providing casualty assistance to next of kin. This regulation establishes California Army National Guard policies.
2. **SCOPE.** This regulation, in conjunction with AR 600-8-1, DA Pamphlet 608-4 and DA Pamphlet 608-33 provides guidance on casualty operations and assistance provided by the California Army National Guard.
3. **OBJECTIVE.** The California Army National Guard is committed to providing timely and effective casualty assistance to next of kin and other interested personnel. Support is provided for next of deceased soldiers of the California Army National Guard, retired personnel and military veterans based upon eligibility and availability of resources. Support is also provided for next of kin of very seriously injured (VSI) and missing in action (MIA) soldiers.
4. **POLICY.**
 - a. The Casualty Operations and Assistance Program is administered by the Military Services Branch, Military Personnel Directorate, Office of the Adjutant General. Policy and practices are developed in conjunction with Department of the Army, National Guard Bureau and the needs of the California Army National Guard.
 - b. Based upon the requirement to provide support to the Active Army and other components there is a direct operational relationship with the Casualty Area Command (CAC). The Military Services Branch has the responsibility for accepting or declining (based on available resources) all mission and assistance requests from the CAC's.
 - c. Casualty Assistance missions take precedence over normal activities. Soldiers who are assigned to these actions will be released from regular assigned duties until completion of their casualty assistance mission.

15 March 1994

d. Casualty Assistance missions can consist of any of the following: death notification, casualty assistance officer (CAO), honor guards, burial details, flag presenter, escort of remains, and summary court officer.

e. Personnel selected to perform casualty assistance missions must meet the highest standards of professionalism and decorum. No personnel will be assigned to these duties who do not meet weight standards of AR 600-9 and/or are flagged for any other reason.

f. The personnel designated to perform casualty operations may be in any military status; however, first priority will be given to designating AGR personnel based upon funding constraints and National Guard Bureau policy.

g. The use of military or civilian chaplains for casualty assistance actions is highly recommended. It is appropriate to have a chaplain present during death notifications; however, the notification should not be unduly delayed if a chaplain cannot be contacted.

h. Casualty operations statewide will be conducted utilizing Regional Assistance Centers (RAC). Thirteen RAC's have been established with specific geographic boundaries for casualty operation responsibility (Appendix A). Each RAC will have at least two full time AGR personnel designated as the primary and secondary point of contact (POC). The primary POC within the RAC (normally the senior individual) is responsible for maintaining a list of eligible personnel within their region who can be assigned to casualty missions. The list should be comprised of officer and enlisted personnel (AGR and M-day). Personnel on this list are NOT subject to command boundaries or normal chain of command restrictions. The senior RAC representative may designate ANY personnel in their area of responsibility to perform these duties regardless of their unit or command affiliation. Any problems or refusal to release personnel will be immediately reported to the Military Services Branch, Office of the Adjutant General. Each RAC will maintain copies of appropriate regulations and training materials for casualty operations (DA Pam 608-4, DA Pam 608-33, AR 600-8-1)

i. Each RAC has a direct organizational relationship (Appendix B). The designated "host" organization must ensure that the RAC is resourced, manned and efficiently operated.

15 March 1994

CA ARNGR 608-33

5. OPERATIONAL INSTRUCTIONS. a. All casualty missions will be assigned by the Military Services Branch, Office of the Adjutant General. Missions that are received directly from any other sources will be referred to Military Services Branch. A current roster of all RAC's, POC's and military chaplains will be maintained by Military Services Branch and updated on a quarterly basis.

b. Initial notification of a mission will be made from Military Services Branch to the RAC telephonically. The RAC representative will confirm the mission and provide return notification identifying the individual designated to perform the duties. The RAC is required to select an individual, confirm availability and notify Military Services Branch within fifteen minutes after the initial notification. Military Services Branch will publish an appointment letter for the designated individual and provide a mail and FAX copy to the individual, the RAC and their unit within one hour. During non-duty hours the representatives of Military Services Branch will be locatable via pagers and coordinate actions as appropriate (Appendix C).

c. Depending upon the type of casualty support required, additional coordination may be required between the designated assistance officer/NCO and other agencies (i.e. CAC's, other services). In these instances the Military Services Branch will provide the additional information to facilitate the coordination. Personnel assigned to casualty assistance may obtain guidance from their RAC's, Military Services Branch or the Casualty Area Command as appropriate.

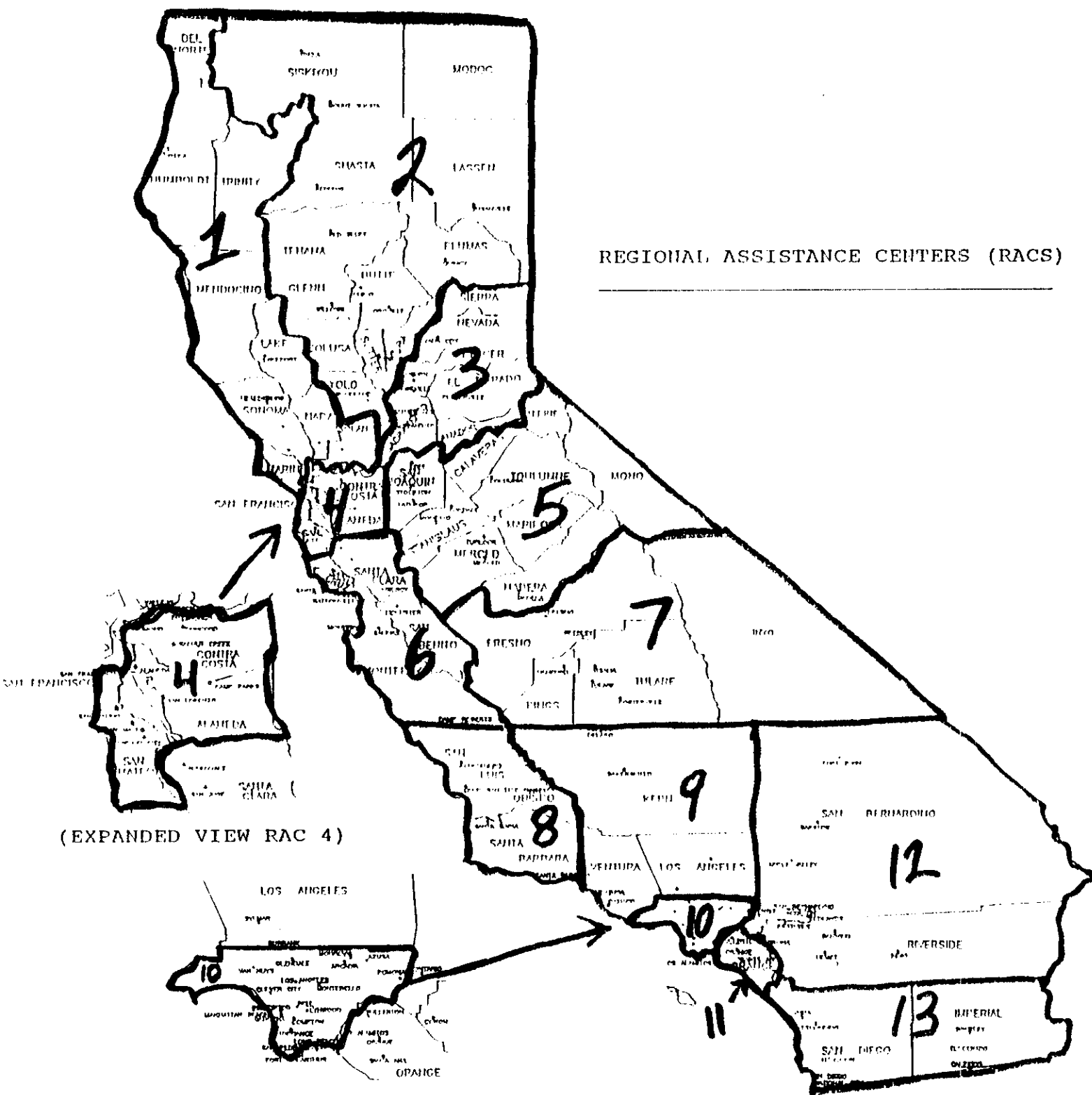
d. Personnel assigned duties as Casualty Assistance Officer (CAO) will be given the CAO briefing by the RAC (Appendix D) prior to contacting any next of kin.

e. After action reports will be required for all casualty operations. Personnel performing duty as a Casualty Assistance Officer will complete DA Form 2204 (Appendix E) upon completion of duties; personnel assigned to other duties (i.e. notifier, honor guard, flag presenter) may provide a telephonic report upon completion of duties. All reports will be provided to Military Services Branch (CAMP-MSB), 9800 Goethe Road, Sacramento California, 95826-9101, (916) 854-3243/3219.

1 March 1994

APPENDIX A

REGIONAL ASSISTANCE CENTERS (RACS)



APPENDIX B

Organizational Responsibility for Regional Assistance Centers

Region	Organization
1	HQ, Troop Command
2	HQ, 132d Engineer Bn
3	HQ, 115th Area Support Group
4	HQ, 49th Military Police Brigade
5	HQ, 1/184th Infantry
6	HQ, 3d Brigade, 40th Inf Div (M)
7	CA AVCRAD
8	USPFO for California
9	HQ, 40th Inf Div (M) Arty
10	HQ, 1st Brigade, 40th Inf Div (M)
11	HQ, 40th Inf DISCOM
12	HQ, 1/185th Armor
13	HQ, 2d Brigade, 40th Inf Div (M)

15 March 1994

CA ARNGR 608-33

APPENDIX C

MILITARY SERVICES BRANCH POC'S

Officer in Charge (OIC): (916) 854-3243
DSN 466-3243
Pager 916-951-9268
FAX 916-854-3210

Non Commissioned Officer
in Charge (NCOIC): (916) 854-3219
DSN 466-3219
Pager 916-951-9264

Mailing address: Office of the Adjutant General, ATTN: CAMP-MSB,
P.O. Box 269101, Sacramento, CA 95826-9101

APPENDIX D

SAMPLE CASUALTY ASSISTANCE OFFICER BRIEFING

Effective this date you have been assigned as a Casualty Assistance Officer. You will need to make telephonic notification with the next of kin (NOK) within 24 hours to set up an appointment for your first visit. Prior to visiting the next of kin it is important that you review the appropriate regulations and pamphlets that are available at your regional assistance center (RAC) or state headquarters. In this assignment you are acting as the personal representative of The Adjutant General and/or the Secretary of the Army. In addition, the following instructions are provided:

Wear Class "A" uniform on your first visit; Class "B" is acceptable for subsequent visits. Do not wear BDU's.

If you use your own vehicle keep a detailed record of your mileage and expenses for future reimbursement.

Do not go on temporary duty (TDY), leave or other absence without prior approval from the RAC liaison or state headquarters if your case has not been fully resolved.

Familiarize yourself with the general area surrounding the next of kins location. Make telephone calls to determine the location of the nearest social security office, Veterans Administration and other appropriate agencies.

Be prepared to assist with funeral arrangements if requested. This may include accompanying the next of kin to the funeral home and/or coordinating a military funeral.

Don't try to answer questions that are beyond the limit of your knowledge. Utilize a military Judge Advocate General (JAG) officer, Military Personnel Officer or others for assistance if necessary.

Provide the next of kin with a 24 hour telephone number where they may reach you.

Don't make promises regarding the specific dates that benefits may be paid/received. Assist with applications and speak with benefit administrators for general information regarding.

Stay in touch with your RAC representative or Military Services Branch at OTAG; don't keep problems to yourself that you can't solve.

15 March 1994

CA ARNGR 608-33

(CAMP)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

TANDY K. BOZEMAN
Major General
The Adjutant General

